**Issues**

* **Meeting Wednesday** in order to determine issues for the Thursday meeting
  + Also use the time for filling out agenda
  + Also use this time for sprint planning, if we are closing a sprint
* Consolidate information after instructor meeting Thursday for client meeting later in the day
* The **Thursday meeting** will involve the team relaying any new information to the clients
  + If we are closing a sprint, the new sprint will be kicked off
* Use time after client meetings for going over issues again in order to make changes if client wants
* No commits without issue numbers. This directly connects commits to issues, even if it isn’t closed

Spend time in order to fix old issues as well as add a full backlog

Spend time finding the definition of done for each issue and add them as comments to the issues

Go back through each issue and add comments to the commits for closing them.

**Design**

* **Meetings on Fridays** are used for talking about changes in design based on what has happened over the past week.
  + These meetings will be held during 9th hour
* This involves changing UML using the UML cheatsheet

Spend time in order to fix old UML diagram, as well as spend time planning out the code beyond the UML so we don’t have to backstep when more features are being added. This will most likely be an issue in the first sprint of the Winter Quarter.

**Requirements**

* **Meetings on Monday** used for confirming requirements
  + Also used for updating the requirements documentation

Spend time in order to fix old requirements document

Spend time coming up with a plan for reaching out to stakeholders starting in the next quarter

This includes both professor and students. This includes personal interviews and large surveys

Plan should be ready to be implemented at the start of the next quarter

**Management**

* In order to maintain control, **Saturday or Sunday meetings** are used for talking about the meetings.
* Client’s desires should now be run by our original plan in order to decide if they fit correctly.

Talk to them in the next meeting about all of our new plans and such in order to make the transition as easy as possible.

**Testing**

* Run the project more like SQA meaning test driven development.
* Tests should be written before code and run before commits

Tests should retroactively be built for code already written.

Tests should be put into the CI system to be run every time something is committed.

For current code without any tests, tests shall be written for these before moving onto new issues as we shift to test driven development

**In Summary**\*all meetings at 7 pm unless noted otherwise\*

* **Meetings on Monday** used for confirming requirements
  + Also used for updating the requirements documentation
* **Meeting on Tuesday** is not specialized. Can be utilized for work or any sudden change
* **Meeting Wednesday** in order to determine issues for the Thursday meeting
  + Also use the time for filling out agenda for the instructor meeting
  + Also use this time for sprint planning, if we are closing a sprint
* The **Thursday Meeting at 6 pm** will involve the team relaying any new information to the clients
  + This meeting is preceded by the instructor meeting, which takes place at **4 pm.** After this meeting, a client agenda will be reviewed and sent out
  + If we are closing a sprint, the new sprint will be kicked off
* **Meetings on Fridays** are used for talking about changes in design based on what has happened over the past week.
  + These meetings will be held during 9th hour
* In order to maintain control, **Saturday or Sunday meetings** are used for talking about the meetings, how things went, progress reports, etc